

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED 5/3/91	REVISED 1/16	CHAPTER 5	SECTION 5.9
CHAPTER Chapter 5. Requirements of Management – IC's		SUBJECT Production Records – Food Service Contractors			

A child care center that contracts with a food service management company or caterer to provide meals to the center is not relieved of its responsibility to verify that children are receiving minimum serving sizes and creditable meals that comply with CACFP meal component requirements.

It is the center's responsibility to collect and review production records from the food service contractor. See Policy 5.10 for minimum information that must be included on production records from food service management companies or caterers.

In addition to the records required under the food service contract, meals obtained from a commercial vendor/caterer to institutions must include documentation of paid invoices and meals per labor hour recordkeeping to document staff allocation. This documentation must be provided to the CACFP contractor on a daily, weekly, or no less than monthly basis.